

# Minutes of the Veneta Urban Renewal Agency

## September 8, 2008

### Council

#### Present:

Chairman T. J. Brooker, Thomas Cotter, Darrell Carman, Marion Esty and Sharon Hobart-Hardin

#### Staff:

Ric Ingham, City Administrator; Jerri Moore, Finance Director; Sheryl Hackett, City Recorder; Brian Issa, Community Services Director; Mindy Sandford, Accounting Clerk; Zac Moody, Assistant City Planner; and Darci Henneman, Assistant City Recorder

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### 1. CALL TO ORDER

Mayor Brooker called the Urban Renewal Agency meeting to order at 8:31 p.m.

### 2. PUBLIC COMMENT

None

### 3. CONSENT AGENDA

**MOTION:** Sharon Hobart-Hardin made a motion to approve the Consent Agenda as presented. Thomas Cotter seconded the motion.

**VOTE:** Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; Darrell Carman, aye; Sharon Hobart-Hardin, aye.

The Consent Agenda was approved including Minutes for August 11, 2008.

### 4. REDEVELOPMENT ACTION PLAN FOR DOWNTOWN

Ric said the Redevelopment Action Plan for Downtown was developed last December but the Council has yet to review it. He said he and Mayor Brooker felt the City should complete the property negotiations prior to initiating the Action Plan. He said Vicki Dugger and David Dougherty did a great job breaking down the necessary street scape. He said the second section of the Action Plan addresses the pedestrian areas of downtown. Staff would like to concentrate on design refinements and project cost estimates. Ric said Vicki Dugger and David Dougherty laid out step by step phasing prioritization of the projects. He said there was a lot of discussion about infrastructure activities and tipping point projects. He said through the entire process we were able to aggressively move forward on many different fronts. He said one of those was having a willing partner (St. Vincent/Depaul) that would discuss the acquisition of a key re-development site. He said by obtaining Second and Third Street right-of-ways and acquiring development sites we will be saving the City funds in the long term.

Ric said St. Vincent/DePaul is working on closing the re-development property on West Broadway in October. Ric said in June/July the City was awarded the Connect Oregon II grant funds for the LTD Transit Center at Luther Lane. He said at this point, they have not given anyone the go ahead to begin work on those projects. He said we should be receiving the Connect Oregon II contracts in the next week or so. Ric would like to bring before the Urban Renewal Agency a more detailed breakdown on budget issues for three projects; Waldo Lane from Hwy 126, and to West Broadway and the Territorial Road section of street improvements. He said improvements to West Broadway, Waldo Lane and Second, Third, Fourth and Fifth Streets would also be included in the phase and in that order.

Ric said the Urban Renewal Agency needs to decide if award of the LTD Transit Center project provides enough of a tipping project to initiate all the improvements on Territorial Road. He would like to see the improvements to Territorial Road be initiated at the same time the LTD Transit Center Project begins. He said LTD bus pull outs are planned for the

east and west sides of Territorial Road. He said originally improvements to West Broadway and Waldo Lane were to be done first. He said but since the LTD Transit Center project will be starting soon, it makes sense to complete the Territorial Road improvements and possibly the gateway project first. He said those projects would be more noticeable and they could be the beginning of the West Broadway downtown improvements.

Ric asked the Agency members to review the materials he provided prior to the next Urban Renewal Meeting in October.

Sharon Hobart-Hardin like the concept of starting at Territorial Road to tie it in to the Transit Center. She said that would be a very visible project people can see.

Mayor Brooker agreed, however, in response to his question if development of West Broadway and the sewer improvements on Second and Third Streets will this be done at the same time, Ric said the biggest question is how much fill is needed to bring Waldo Lane to grade. He said Jerry Elliot can start the sewer project but there are several unknowns at this point.

In response to a question from Mayor Brooker, Ric said a pump station to feed and connect to Territorial Road and Waldo Lane.

In response to a question from Darrell Carman, Ric said Waldo Lane will be an eastbound, one-way, loaded street. He said we're waiting to have a discussion with ODOT. He said we are proposing a right turn only from Waldo Lane onto Territorial Road. He said no traffic will be turning in to Waldo Lane from Territorial Road.

In response to a question from Marion, Ric said the plan to connect Waldo Lane to Fifth Street should not effect the homes on West Broadway.

Mayor Brooker said there's a lot of information to digest. He felt starting with the LTD Transit Center and the gateway projects makes the most sense and should be done first.

In response to a question from Marion Esty, Ric said there is a LTD bus stop at the Heather Glen/St. Vincent DePaul housing project on Territorial Road. He said Ride Source is an independent service provider for the disabled and they pick up disabled citizens from their homes.

Sharon Hobart-Hardin said the process and the time line set out in the handbook was done very well. She said she had forgotten about developing a project management team/stakeholder group with community stakeholders and asked if this matter should be discussed. She thought this was a good idea and should be done soon.

Ric said the purpose of the project management team would assist in last minute refinements such as choosing street signage and lighting.

In response to a question from Mayor Brooker, Ric said he would like to see the St. Vincent DePaul acquisition completed because staff is needed to participate in the hiring process of the Urban Renewal Project Specialist sometime in October and then in November assist in facilitating the project management team/stakeholder group.

In response to a question from Mayor Brooker, Ric said the Action Plan could be adopted after the stakeholder group reviewed the Action Plan and made any recommendations.

## **5. CONTRACT PROPOSAL FOR BUSINESS RECRUITMENT MATERIAL**

Ric said several commercial realtors have asked for a condensed version of the Market Readiness Report. Ric spoke with Mary Bosch and Vicki Dugger and they suggested creating an executive summary synopsis rather than the large 100 plus page proposal. Ric

referred to the pamphlet they created for the City of Redmond. He said it explains the demographics, market demographics and the potential spending power. He said they could provide this now and at a later date, add an additional page to promote a motel site.

Sharon Hobart-Hardin said it was a great idea. She said the main reason the Economic Plan was updated two years ago, was to include this type of material. She is very supportive of this kind of marketing and business recruitment materials.

Ric said there was not a significant amount of funding set aside for marketing activities. He said the Urban Renewal budget included a financial assistance program but felt the Agency wouldn't be using the Redevelopment Toolkit much in the next year. He said after the improvements to Territorial Road, Waldo Lane, Second, Third, Fourth and Fifth Streets are completed, we could get started on West Broadway and initiate the Redevelopment Toolkit to entice other potential anchor tenants for West Broadway or Jack Kelley Drive.

Sharon Hobart-Hardin suggested the Redevelopment Toolkit be referenced in the executive summary marketing synopsis.

In response to a question from Mayor Brooker, Ric said under "Materials and Services" we have a financial assistance program with approximately \$10,000 in available funds. Ric thought \$2,000 could be set aside to start the development of a summary synopsis. He said \$2,000 should give us a good start through November, 2008. Ric said possibly in the near future a smaller amount could be allocated for the motel site.

**MOTION: Sharon Hobart-Hardin made a motion to set aside \$2,000 from the financial assistance program to initiate the development of an executive summary synopsis. Thomas Cotter seconded the motion, which passed with a vote of 5-0.**

**6. OTHER**

Ric said Mary Bosch would like to see City representatives attend the ODA Conference and talk about the projects we are trying to accomplish. He said the ODA Conference is the Sunday and Monday, October 5 & 6, after the League of Oregon Cities Conference.

**7. ADJOURN**

Mayor Brooker adjourned the Veneta Urban Renewal Agency at 8:55 p.m.

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Mayor T. J. Brooker

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Darci Henneman, Assistant City Recorder